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| Sir Tom Finney Football ClubFA Charter Standard Club **Incident/Accident Reporting Form** |  |
| It is essential that all accidents/incidents are recorded and completed forms forwarded to the STF FC Club Secretary **asap**.**This form and communication with the Club Secretary, Chair or Welfare Officer is the first point of contact for the FC Committee members to ascertain if or what further action is required – eg any help that can be offered by the FC, possible insurance claim in the future, possible Welfare or LFA or outside intervention. If in doubt, always ask.** |
| \*A brief email/text should also be made to the Chair (pete@masonhouse.co.uk Mobile: 07809901303) so that a follow up courtesy phone call from Chair can be made if necessary or in his absence the Vice Chair. |
| 1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
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| 1. Listen to what the injured person is saying.
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| 1. Alert the First Aider who should take appropriate action for minor injuries.
2. In the event of an injury regarding specialist treatment, call the emergency services.\* *You will need to know the full address and postcode of where you are*..\*
3. Deal with the rest of the group and ensure they are adequately supervised.
4. Do not move someone with major injuries. Wait for the emergency medics.
5. Contact the injured person’s parent/guardian/named contact.
6. Complete an Accident Report Form asap – all accidents/incidents should be recorded and completed forms are required to be forwarded to the STF FC Club Secretary asap.
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| **ROLE** | **NAME** | **MOBILE** | **EMAIL** |
| Chairman | Peter Mason | 07809901303 | pete@masonhouse.co.uk |
| Vice Chair/Coach  | Laura Rushton | 07717297831 | lolski78@outlook.com |
| Club Secretary | Martin Kane | 07772736168 | rhysanthony@sky.com |
| Lead Welfare Officer | Kath Mason | 07730570688 | kath@masonhouse.co.uk |

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